



2016 – FY17 Program Calendar

NOTE: Applicants are encouraged to submit materials earlier than deadlines. All information and documentation is submitted via ThreeStar online portal at www.TN.gov/ThreeStar.

The online portal will open on January 15, 2016. If ThreeStar administrators have trouble logging into the portal, please email ECD.ThreeStar@tn.gov or call (615) 393-4393.

Remember, you can download and complete the templates (Word format) then copy and paste everything into the online portal to simplify the process. Please confirm all questions have been answered and all supporting documents uploaded prior to submission.

Friday, January 29, 2016 –

- JECDB minutes for calendar year 2015 due (one from each quarter)

Monday, February 29, 2016 –

- Annual Fiscal Confirmation Letter due (must be updated each year)

Thursday, March 31, 2016 –

- FY17 Activity Plan due (Tier 2 & Tier 3)
 - Please remember to report on the status of the current grant program

Thursday, March 31, 2016 –

- FY17 Grant application due (Tier 2 & Tier 3 counties)
- Updated ACH, W9, Title VI, and copy of voided check must be submitted.

Friday, April 8, 2016 –

- FY17 Activity Plan due (Tier 1)

Reminder:

2015-FY16 ThreeStar grants

- **February 12, 2016** – 2015-FY16 ThreeStar Grant Status report form is due.
- **June 30, 2016** - 2015-FY16 Grant contract close out forms, final invoice reimbursements and final reports due